

# **FY 2008**

## **Instructions for Completing the Employee Time Reporting Worksheet**

**Distributed by:  
Office of Planning and Evaluation**



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## Section 1: Improvements to the Activity Based Costing (ABC) System for FY 2008

The Service's Deputies Team (composed of all of the Deputy Assistant Directors and Deputy Regional Directors) provides oversight and direction for the implementation of Activity Based Costing (ABC) in the Service. They decided that the Service would be best served by minimizing the changes to the ABC system for FY 2007 and FY 2008. Therefore, there are no changes to the ABC codes or guidance for FY 2008. The same list of ABC codes that was used in FY 2007 remains valid for FY 2008. (There are a small number of editorial-type fixes to some definitions, but nothing significant has changed.)

The Service Directorate reviewed the ABC system in the Fall of 2006. They officially endorsed the "Directorate's Rules on ABC Data and Mapping. These were initially sent out to all employees on October 13, 2006.

Here is that same guidance:

Director/ARL/R9/FWS/DOI

10/13/2006 05:07 PM

All Employee Message -  
Director's Message from  
the October Directorate  
Meeting

### Directorate Meeting Summary Memphis, TN October 2-5, 2006

It is now a year since I became Director, and during that time one of my primary objectives has been to open the lines of communication within the Service. Through my video conferences, Directorate meeting summaries, and field visits, I continue to encourage an open dialogue on the issues of critical importance to the Service with all of our employees. I said that you would continue to hear from me and that you would be hearing more from your Regional Directors and Assistant Directors as well. I am particularly encouraged by the comments and feed back that we are all receiving. In keeping with my commitment, I want to outline several key Directorate decisions from our meeting last week for your information.

***...sections removed from this version...see original email sent out on 10/13/2006 to all employees for the entire message....formatting (bullets) have been added below to make this easier to follow. No words have been changed.***

## FWS FY 2008 T&A Worksheet Instructions

### ABC Data and Mapping

Given the importance of ABC data as a management tool for the Service, it is critical that the information collected through our ABC process be as accurate as possible. The Directorate discussed this issue and agreed to a standard approach for ABC coding and mapping.

- Effective immediately, there will be only one source of guidance on coding for ABC.
- Employees will code all costs of work, works hours, leave hours and non-labor transactions, as defined in the ABC dictionary.
- Any employee can code to any code (including “support” codes) without necessitating that they match subactivity or the ultimate outcome of the work.
- Mapping is designed to capture the ultimate outcome of the work, not ABC.
- National ABC Coding Template Guides will be used by programs/field stations to enhance coding consistency.
- A study will be conducted in early FY 07 to test the accuracy of ABC coding for labor costs and to establish margin of error and confidence levels for the data set.
- Supervisors must review all T&As/transactions for the correct ABC code.
- Default codes will be used to catch un-coded transactions.
- Default codes must be reviewed on a regular basis; “holding accounts” for invalid codes must be cleared on regular basis;
- ABC costs must be reviewed at least quarterly; and,
- ABC errors must be corrected through the RDS process promptly.
- Programs & Regions map work activities to performance;
- Mapping is defined by the programs and organizations and applied Service-wide.

***...sections removed from this version...see original email sent out on 10/13/2006 to all employees for the entire message....***

## FWS FY 2008 T&A Worksheet Instructions

### Cost & Performance Management Help Desk

The Cost and Performance Management Online Help Desk, deployed in June 2006, provides all Service employees the opportunity to receive assistance with Cost and Performance Management (CPM) questions. Offering three channels of help and a tip of the month, the help desk is a tool specifically designed to expand the Service's knowledge of CPM. The Cost and Performance Help Desk can be found at

<http://www.fws.gov/planning/Help/helpdesk.html>.

The four main areas of the help desk are diagramed and described below.

- **Self Help:** Designed for common questions or quick refreshers on Cognos skills. Provides six categories of Frequently Asked Questions, training paths for all employees or power users, and video tutorials for Cognos tools.
- **Tip of the Month:** Updated monthly to provide quick tips for Cognos power users as well as information on CPM for all employees.
- **Email Support Request:** Developed for questions that are not answered through the self help tools, or those questions that require a more complex analysis. Leverage the knowledge of Subject Matter Experts and receive an answer in no more than 2 business days.
- **Telephone Support:** Intended for time sensitive questions or those complex analyses that require subject matter expertise.

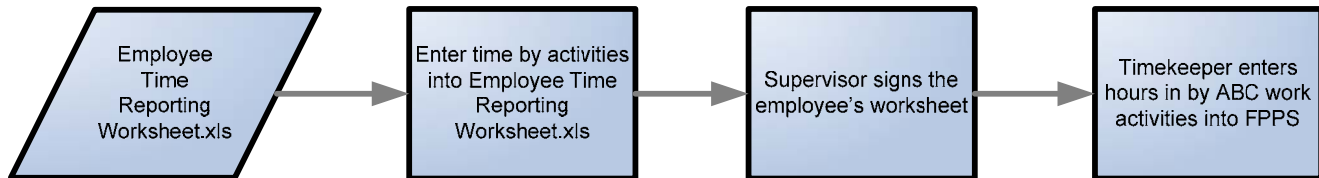
The screenshot displays the Help Desk interface with four main sections: Self Help, Tip of the Month, E-mail Support Request, and Telephone Support. Red circles and arrows highlight specific features and provide explanatory text.

- Self Help:** A list of links is shown, including "Top 5 Most Common ABC/M Problems", "General FAQs", "ABC/M Coding FAQs", "ABC/M Methodology FAQs", "ABC/M Questions on Specific...", "ABC/M Technology Tools FAQs", "Performance Metrics FAQs", "Online Training Resources", "Cognos Video Tutorials", and "Enterprise Planning Help". A red circle highlights "Cognos Video Tutorials", with an arrow pointing to the text: "Video tutorials are a great way to refresh basic Cognos skills".
- Tip of the Month - June:** A section featuring a lightbulb icon and text about the Department's Strategic Plan. A red circle highlights the title, with an arrow pointing to the text: "Each tip is designed to expand the Service's knowledge of Cost and Performance".
- E-mail Support Request:** A section for submitting requests. A red circle highlights the link "Submit a request in minutes using the Online Help Request Form.", with an arrow pointing to the text: "Submit an online request form for any Cost and Performance question".
- Telephone Support:** A section for critical questions. A red circle highlights the title, with an arrow pointing to the text: "Call the help desk for time sensitive questions and speak directly with a subject matter expert".

## Section 2: Introduction to the FY 2008 Employee Time Reporting Worksheet

You may use this form as an electronic copy or hardcopy as determined by your supervisor. The instructions in Section 3: Saving and Opening the Employee Time Reporting Worksheet and Section 4: Completing the Employee Time Reporting Worksheet relate *only* to the electronic copy of the Employee Time Reporting Worksheet. For more information concerning hardcopy only forms, go to [http://www.fws.gov/planning/ABC/ta\\_hardcopy.html](http://www.fws.gov/planning/ABC/ta_hardcopy.html).

This manual contains employee instructions for completing the MS Excel Employee Time Reporting Worksheet. The worksheet is submitted to your supervisor for his/her signature. Your timekeeper will then use this Employee Time Reporting Worksheet to code your time and attendance into FPPS. The overall process for completing the Employee Time Reporting Worksheet is depicted below.



**Exhibit 1: Process flow for the FY 2008 Employee Time Reporting Worksheet**

The Employee Time Reporting Worksheet is mandatory for reporting your time; however, you will have the option to submit your time either electronically or via hard copy as determined by your supervisor. If you submit a hard copy version, please sign your Employee Time Reporting Worksheet. Your supervisor will also be required to sign your worksheet. If you submit your worksheet electronically, an email message proxies for your signature.







For questions using the Employee Time Reporting Worksheet, contact your timekeeper. For any questions regarding ABC work activity codes, contact the Regional ABC Representatives. Do NOT call the IT help desk for assistance because they cannot assist you in completing the Employee Time Reporting Worksheet.

## Section 3: Saving and Opening the Employee Time Reporting Worksheet

Before proceeding with the following instructions, please **delete/remove** any **previous versions** of the time sheet.

1. To begin, type in [http://www.fws.gov/planning/ABC/ta\\_electronic.html](http://www.fws.gov/planning/ABC/ta_electronic.html) in a browser to access the Employee Time Reporting Worksheet.

**FY 2008 Time & Attendance Worksheet**

Worksheets*	Instructions
 <a href="#">FY08 Employee Time Reporting Worksheet (820k)</a>	 <a href="#">FY08 Procedures for Completing Employee Time (626k)</a>
 <a href="#">FY08 Employee Time Reporting Worksheet B&amp;W Version (77k)</a>	 <a href="#">FY08 Procedures for Completing Employee Time (626k)</a>
 <a href="#">FY08 Employee Time Reporting Worksheet (Hardcopy).pdf (531k)</a>	 <a href="#">FY08 Employee Time Reporting Worksheet(hardcopy) (???k)</a>

**To Save these files to your computer follow these instructions:**

1. Place your cursor over the Electronic or Hard Copy T&A worksheet and right click on the document.
2. Scroll down to Save Target As and left click on it.
3. Save the file on your desktop.







**Exhibit 2: View of the Employee Time Reporting Worksheet on the FWS Cost and Performance Management web portal**

2. As illustrated in Exhibit 3, place your cursor over the document called “FY08 Employee Time Reporting Worksheet.” This will allow you to save the document to your desktop.
3. Right click on the document called “FY08 Employee Time Reporting Worksheet.”

## FWS FY 2008 T&A Worksheet Instructions

4. Scroll down to ***Save Target As*** and left click on it.

**FY 2008 Time & Attendance Worksheet**

Worksheets*	Instructions
 <a href="#">FY08 Employee Time Reporting Worksheet (820k)</a>	 <a href="#">FY08 Procedures for Completing Employee Time (626k)</a>
 <a href="#">FY08 Employee Time Reporting Worksheet B&amp;W (820k)</a>	 <a href="#">FY08 Procedures for Completing Employee Time (626k)</a>
 <a href="#">FY08 Employee Time Reporting Worksheet (Hardcopy) (???)</a>	 <a href="#">FY08 Employee Time Reporting Worksheet(hardcopy) (???)</a>

**To Save the Worksheet:**

1. Place your mouse cursor over the worksheet you want to save.
2. Scroll down to ***Save Target As*** and left click on it.
3. Save the file on your desktop.

**After follow these instructions:**

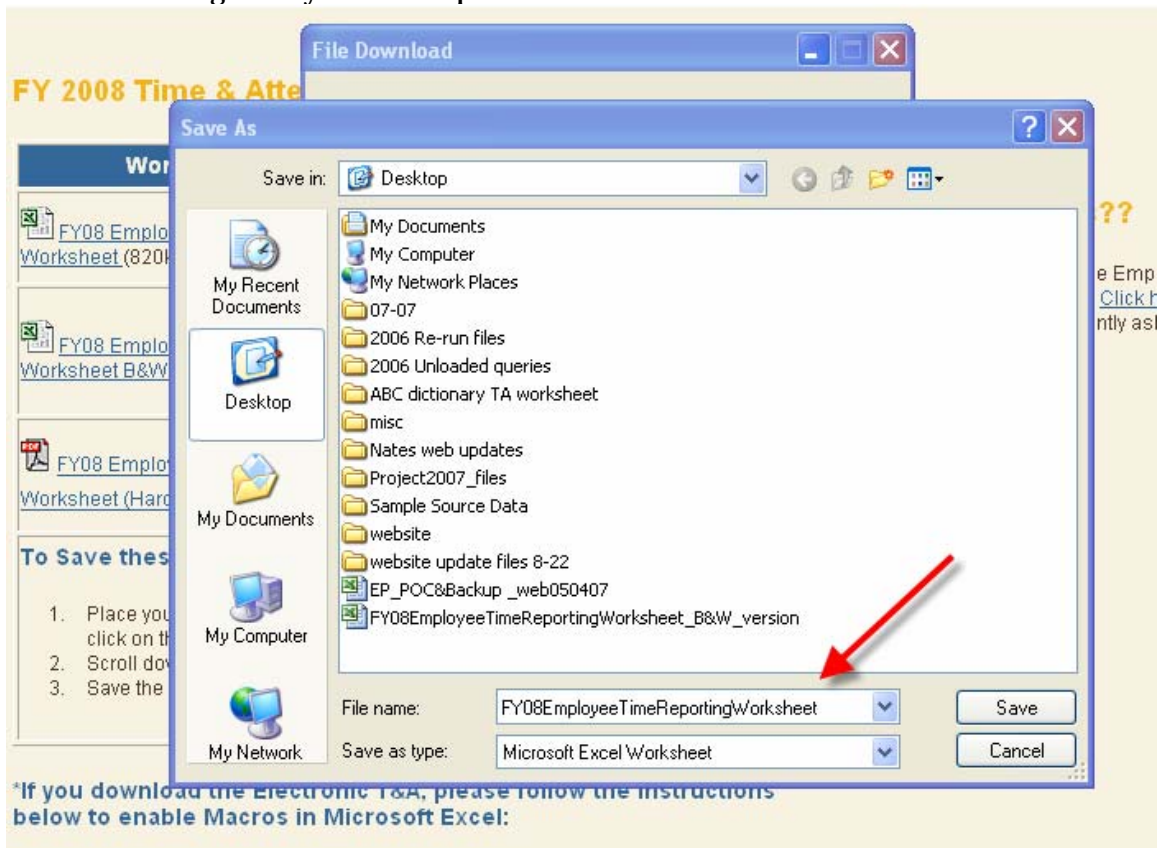
Click on the ***Save Target As*** link and right click on it.

**Exhibit 3: Saving the Employee Time Reporting Worksheet**



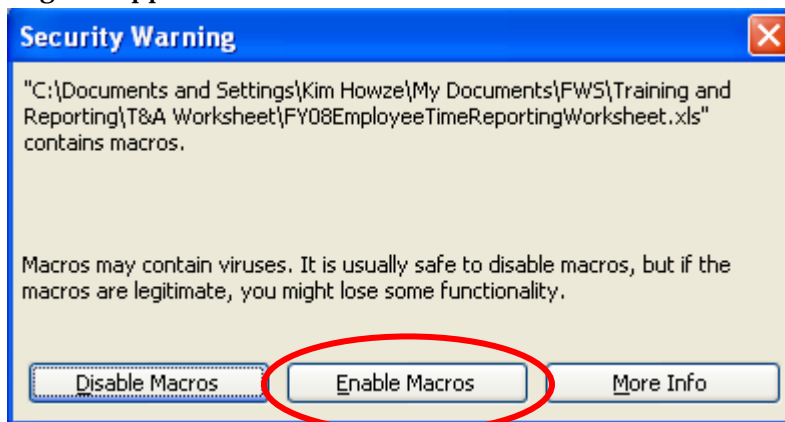
## FWS FY 2008 T&A Worksheet Instructions

5. Navigate to your desktop as shown below in Exhibit 4. Click Save.



**Exhibit 4: Saving the Employee Time Reporting Worksheet onto the Desktop**

6. Go to your desktop and double-click on the document called "FY08EmployeeTimeReportingWorksheet.xls." This will open the file in Microsoft Excel. After Microsoft Excel has opened, you will see the following dialog box appear.

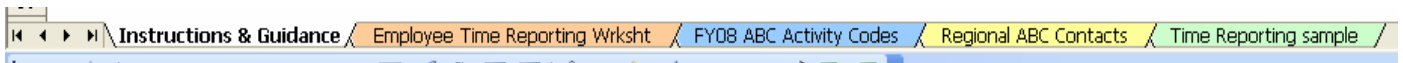


**Exhibit 5: Selecting Enable Macros**

## FWS FY 2008 T&A Worksheet Instructions

7. Select **Enable Macros**. You must select Enable Macros in order for the Employee Time Reporting Worksheet to function properly. After clicking Enable Macros, the Employee Time and Attendance worksheet will open.
8. The following picture depicts the tabs at the bottom of the screen that should appear upon opening the Employee Time Reporting Worksheet. Additionally, the table following Exhibit 6 lists each worksheet in the Excel file, along with a brief description of the content of each worksheet.

**Note:** Use the arrow keys on the left to scroll and access each tab in the Excel workbook. If you can not see the tabs as illustrated below, move the cursor over the single square to the right of the file name and click once to maximize the document. This should enable you to see the tabs.



**Exhibit 6: View of the Tabs at the bottom of the Employee Time Reporting Worksheet**

Worksheet Name	Description
Instructions & Guidance	Includes instructions for completing the Employee Time Reporting Worksheet. Also includes FY 2008 Coding Guidance.
Employee Time Reporting Worksheet	Employee Time Reporting Worksheet to be completed by FWS employees.
FY08 ABC Activity Codes	List of all FY 2008 Activity Codes. The codes are organized by process.
Regional ABC Contacts	List of all Regional ABC Contacts
Time Reporting Sample	Sample T&A Worksheet

**Table 1: Description of each worksheet in the FY 2008 Employee Time Reporting Worksheet Excel file**

## Section 4: Completing the Employee Time Reporting Worksheet

The following provides step-by-step instructions on how to complete the **FY 2008 Employee Time Reporting Worksheet** electronically. As a reminder, please delete/remove any previous versions of the time sheet.

1. To begin filling out a timesheet, click on the **Employee Time Reporting Worksheet** tab.



**Exhibit 7: Selecting the Employee Time Reporting Worksheet**

2. Enter your designated Organization/Department Name and your Name in the upper left corner of the form.

Organization or Department Name:	
Name:	
Employee Signature:	
<b>WEEK 1</b>	

**Exhibit 8: Entering Organization/Department and Name on the Employee Time Reporting Worksheet**

3. Select the appropriate Pay Period from the pull down menu in the center of the form.

As illustrated below in Exhibit 9, once you click in the entry box next to Pay Period, you will see an informational box pop up, as well as an arrow on the bottom right of the entry box. Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the appropriate Pay Period.

You will notice that the actual dates in each Pay Period will automatically be updated directly below where you selected the Pay Period.

Pay Period:	0722	Pay Period:	0722
From:		From:	9/30/07
Through:		Through:	10/13/07

**Exhibit 9: Selecting the Pay Period from the Pull Down Menu**

## FWS FY 2008 T&A Worksheet Instructions

4. Type in your regularly scheduled tour of duty (hours that you work) for each day of the pay period in the area labeled "Work Schedule." If you do not have regularly scheduled tour of duty (e.g., you are on a maxiflex schedule or an intermittent employee), you do not have to complete this part of the form. Use the "Tab" key to move from one day to the next.

	WEEK 1							WEEK TOTAL	WEEK 2							WEEK TOTAL	PAY PERIOD TOTAL
	SUN 9/30	MON 10/1	TUE 10/2	WED 10/3	THU 10/4	FRI 10/5	SAT 10/6		SUN 10/7	MON 10/8	TUE 10/9	WED 10/10	THU 10/11	FRI 10/12	SAT 10/13		
Work Schedule								0.00								0.00	0.00
PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT		
								0.00								0.00	0.00
								0.00								0.00	0.00
								0.00								0.00	0.00
								0.00								0.00	0.00
								0.00								0.00	0.00
								0.00								0.00	0.00
								0.00								0.00	0.00
								0.00								0.00	0.00
								0.00								0.00	0.00

### Exhibit 10: Entering the Standard Work Hours on a Typical Day

You may notice that an "HRS?" message appears in the total column for each day. This message serves as a reminder to allocate the appropriate number of hours based on your daily schedule. Once you enter the number of hours that is equal to or greater than those allocated for the day, the column will sum correctly, as shown below:

	SUN 9/30	MON 10/1	TUE 10/2
Work Schedule			
PAY CODE	SUN	MON	TUE
010 Regular time		1.00	1.00
010 Regular time		1.00	1.00
010 Regular time		3.00	3.00
010 Regular time		1.00	3.00
010 Regular time		1.00	1.00
030 Sick leave used		2.00	
Total Hours	0.00	9.00	9.00

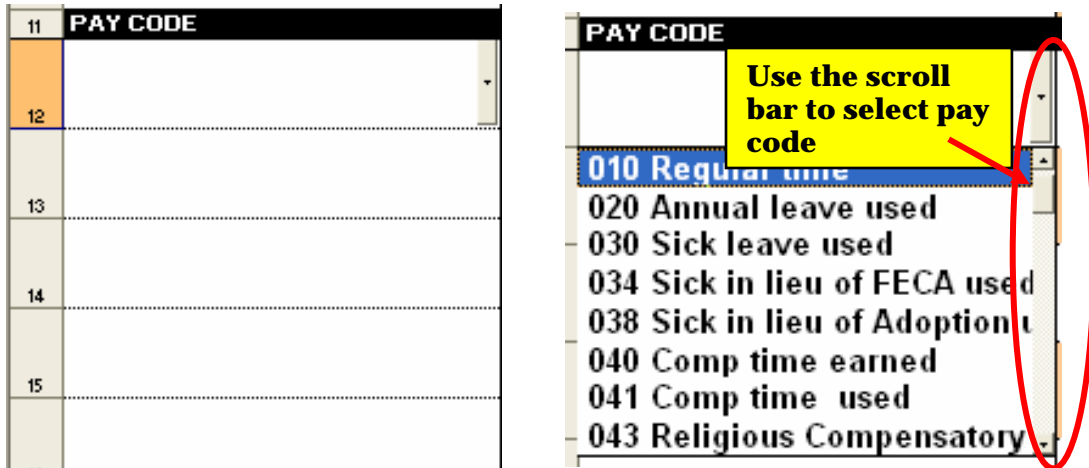
### Exhibit 11: Entering the Actual Hours Worked Per Day

## FWS FY 2008 T&A Worksheet Instructions

5. Select the Pay Code from the pull down menu.

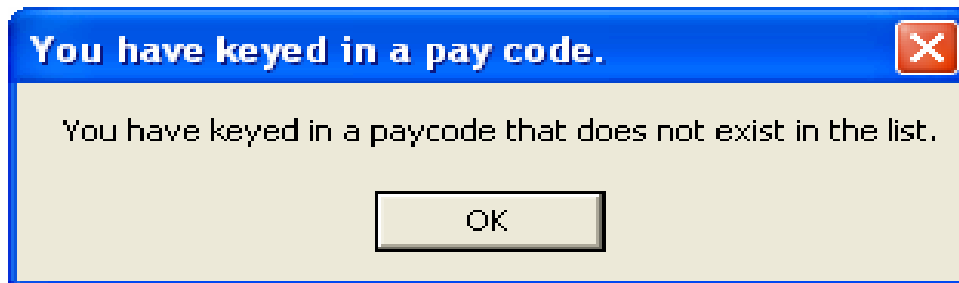
Click on the arrow to the right of the Pay Code entry box. **Please note:** You can either select a pay code from the list or key in another pay code.

Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the appropriate Pay Code.



**Exhibit 12: Selecting the Pay Code on the Employee Time Reporting Worksheet**

You do not have to select one of the items here. If you prefer to key in a non-standard pay code, you will see the following information message:



**Exhibit 13: Message displayed if the employee inputs a Non-Standard Pay Code**

Click OK.

**Note:** The worksheet has 16 visible lines available for pay codes. There are an additional 24 lines hidden. If you need additional lines, hold the "Shift" key and click on rows 26 and 51 as shown below:

25			
26			
52	Total Hours	0.00	0.00
53	DATE	9/30	10/1

**Exhibit 14: Locating and highlighting hidden lines on the Employee Time Reporting Worksheet**

## FWS FY 2008 T&A Worksheet Instructions

From the toolbar, click on Format, then Rows, then Unhide. The additional 25 lines will appear as shown below in Exhibit 15.

								0.00							
24								0.00							
25								0.00							
26								0.00							
27								0.00							
28								0.00							
29								0.00							
30								0.00							
31								0.00							

### Exhibit 15: Opening hidden lines on the Employee Time Reporting Worksheet

- 6. Enter in the appropriate account code.**

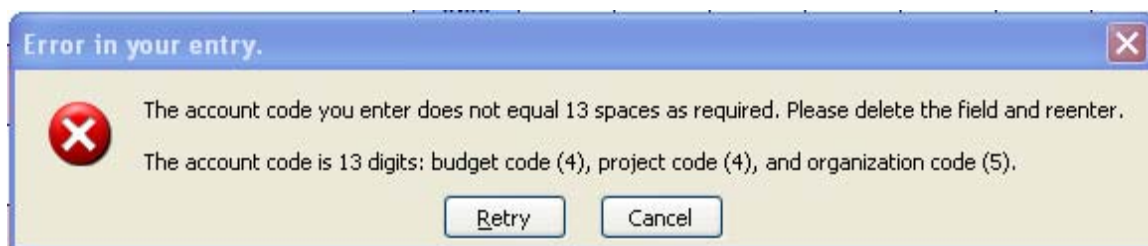
**You may type the appropriate Account Codes. An Account Code is 13 digits, which consist of the subactivity code (4 digits), the organization code (5 digits) and the project code (4 digits). When you click in the Account Code entry box, you will notice the informational message shown in Exhibit 16.**

PAY PERIOD		
TOTAL	ACCOUNT CODE	
0.00		
0.00		
0.00		
0.00		
0.00		

**Insert Account Code**  
 The account code is 13 digits: budget code (4), project code (4), and organization code (5).

**Exhibit 16: Informational message received when inputting the Account Code**

**Note:** All 13 digits described above must be used. If the 4 digit project code is not applicable, you must include 4 zeros in the appropriate place for the project code. If the account number is not 13 digits, you will receive an error message as shown below.

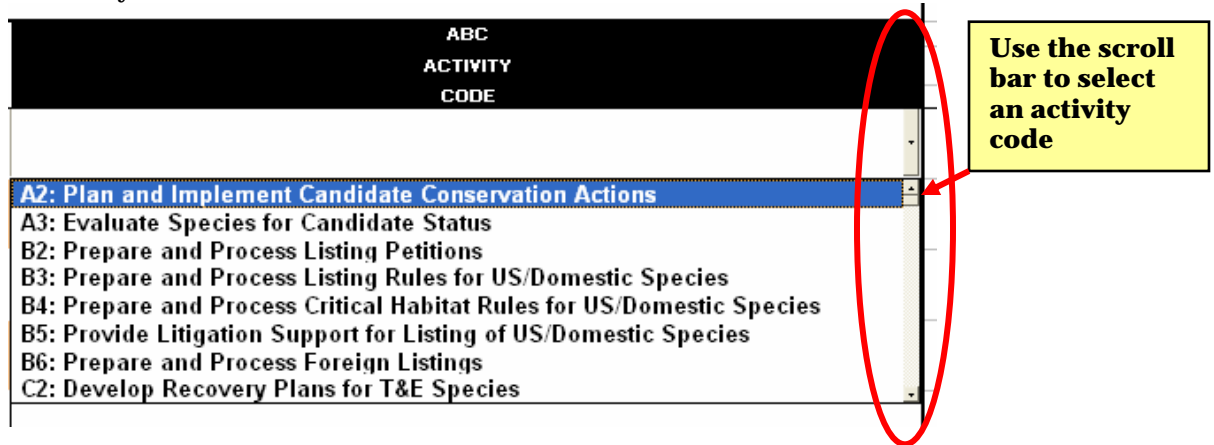


### Exhibit 17: Error message received if Account Code is not 13 digits

## FWS FY 2008 T&A Worksheet Instructions

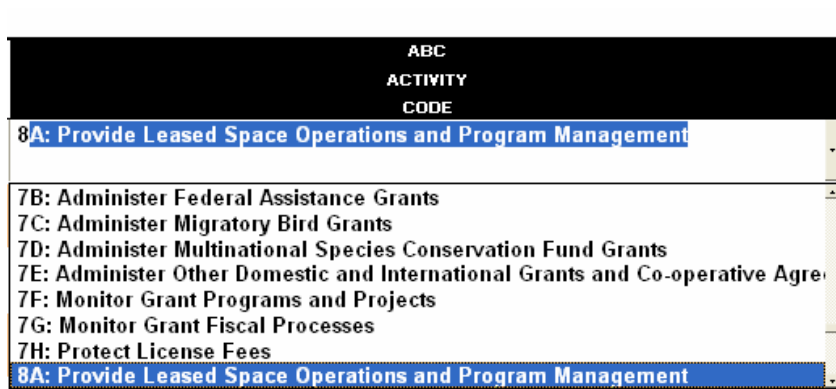
7. Select the appropriate ABC Work Activity Codes from the pull down menu.

Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the applicable ABC Activity Code. **Please note:** You can also type in the ABC code (see Exhibit 19) or continue to use the scroll bar to make your selection.



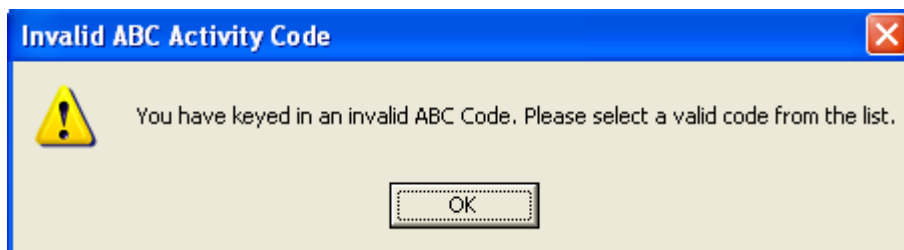
**Exhibit 18: Using the drop-down menu and scroll bar to select an ABC Activity**

Another way to select an activity is to type in the code. As you begin typing, the activity will appear in the entry box. This is shown below in Exhibit 19.



**Exhibit 19: Selecting an activity code by typing in the entry box**

If you key in an invalid ABC Code, you will see the following dialog box appear.



**Exhibit 20: Warning message if an invalid ABC Code is keyed in**

## **FWS FY 2008 T&A Worksheet Instructions**

8. Repeat steps 1 – 7 for the remainder of the pay period. After recording your time for the pay period, save the worksheet.
9. Sign the worksheet using either of the following methods:
  - a. You can forward the workbook by email to your supervisor. The email proxies for your signature.
  - b. Print the worksheet on legal paper and sign the hardcopy in the upper left side of the page. Again, check with your office/organization.



## Section 5: Important Information Regarding Selecting ABC Codes

An ABC Work Activity Code is a two-digit alphanumeric code that corresponds to the activities defined in the FWS activity dictionary. If you need assistance getting a better understanding of what type of work is performed as part of each ABC Work Activity code, you can go to [http://www.fws.gov/planning/ABC/dictionary\\_online.html](http://www.fws.gov/planning/ABC/dictionary_online.html).

Select Activity Codes to define all the hours charged against any Leave Codes you have chosen. You must assign an activity code to charges of any kind of paid leave.

Record Comp Time or Credit Hours Used (when you take the time off) to the Activity Code and Activity Description associated to the type of work you would have been performing had you been at work. Activity Codes are not to be used for Comp time or Credit Hours Earned.

If you record more than your regular work hours for that pay period, the following note, *"Hours exceed tour of duty (for full-time employees only)"* will be displayed in the bottom right section of your Employee Time Reporting Worksheet. This feature is provided as a reminder to you to check the time you have input is correct for that pay period. This applies only to full time employees.

0.00	0.00		
0.00	0.00		<b>Informational message after exceeding standard hours</b>
0.00	0.00		
45.50	81.00	<b>Hours exceed tour of duty (for full-time employees only)</b>	

**Exhibit 21: Informational message received on the Employee Time Reporting Worksheet after exceeding the Standard Hours for a normal Pay Period**

ABC requires most time submission to be in hour increments; however, if you need to record a fraction of an hour, code time in intervals of 15 minutes. Here are the calculations in decimal format:

- 15 minutes would be recorded as .25
- 30 minutes would be recorded as .50
- 45 minutes would be recorded as .75
- 1 hour would be recorded as 1

In a regular workday, it is acceptable to assign time worked to multiple ABC work activity codes.

Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time to the Activity codes of B2, B3, B4 or B5. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

## Section 6: Assistance Determining ABC Activity Codes

The following list, found in the **Regional ABC Contacts** tab, provides contact information for the primary representative in each region. Any comments or concerns regarding the list of activities should be directed to the following individuals.

<b>FWS ABC Contacts</b>		
<b>Contact</b>	<b>Office</b>	<b>Email</b>
<b>Hugh Morrison</b>	Region 1 & CNO Secondary Contact	<a href="mailto:Hugh_Morrison@fws.gov">Hugh_Morrison@fws.gov</a>
<b>Toni Deery</b>	CNO Secondary Contact	<a href="mailto:Toni_Deery@fws.gov">Toni_Deery@fws.gov</a>
<b>Terri Braden</b>	Region 2 Primary Contact	<a href="mailto:Terri_Braden@fws.gov">Terri_Braden@fws.gov</a>
<b>Dave Yazzie</b>	Region 2 Secondary Contact	<a href="mailto:David_Yazzie@fws.gov">David_Yazzie@fws.gov</a>
<b>Bob Hansen</b>	Region 3 Primary Contact	<a href="mailto:Robert_Hansen@fws.gov">Robert_Hansen@fws.gov</a>
<b>Bill Andersen</b>	Region 3 Secondary Contact	<a href="mailto:William_Andersen@fws.gov">William_Andersen@fws.gov</a>
<b>Dwayne Cook</b>	Region 4 Primary Contact	<a href="mailto:Dwayne_Cook@fws.gov">Dwayne_Cook@fws.gov</a>
<b>Ed Buskirk</b>	Region 4 Secondary Contact	<a href="mailto:Ed_Buskirk@fws.gov">Ed_Buskirk@fws.gov</a>
<b>Alan Collette</b>	Region 5 Primary Contact	<a href="mailto:Alan_Collette@fws.gov">Alan_Collette@fws.gov</a>
<b>Dawn Comish</b>	Region 5 Secondary Contact	<a href="mailto:Dawn_Comish@fws.gov">Dawn_Comish@fws.gov</a>
<b>Cathy Willis</b>	Region 6 Primary Contact	<a href="mailto:Cathey_Willis@fws.gov">Cathey_Willis@fws.gov</a>
<b>Mike Stempel</b>	Region 6 Secondary Contact	<a href="mailto:Mike_Stempel@fws.gov">Mike_Stempel@fws.gov</a>
<b>Richard Hannan</b>	Region 7 Primary Contact	<a href="mailto:Richard_Hannan@fws.gov">Richard_Hannan@fws.gov</a>
<b>Debora McClain</b>	Region 7 Secondary Contact	<a href="mailto:Debora_McClain@fws.gov">Debora_McClain@fws.gov</a>
<b>Kevin O'Brien</b>	Region 9 Primary Contact	<a href="mailto:Kevin_Obrien@fws.gov">Kevin_Obrien@fws.gov</a>
<b>Brad Fearn</b>	Region 9 Secondary Contact	<a href="mailto:Brad_Fearn@fws.gov">Brad_Fearn@fws.gov</a>

# FWS FY 2008 Activity Dictionary

## Section 7: Sample Completed Employee Time Reporting Worksheet

		FY08 EMPLOYEE TIME REPORTING WORKSHEET																			
Organization or Department Name:		Division of House Resources										Pay Period: 0722									
Name:		Peggy Reese										From: 9/30/07		Supervisor Signature:							
Employee Signature:												Through: 10/13/07		Timekeeper Signature (Optional):							
		WEEK 1							WEEK 2							PAY PERIOD					
		SUN	MON	TUE	WED	THU	FRI	SAT	WEEK	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK	TOTAL	TOTAL	ACCOUNT CODE	ABC ACTIVITY CODE
Work Schedule		9/30	10/1	10/2	10/3	10/4	10/5	10/6	0.00	10/7	10/8	10/9	10/10	10/11	10/12	10/13	0.00	0.00	0.00		
PAY CODE		SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT					
010 Regular time			1.00	3.00		3.00	3.00		10.00				3.00	3.00	3.00		9.00	19.00	1663000095220	9F: Administer Internal Civil Rights	
010 Regular time			1.00	1.00		1.00	1.00		4.00				1.00	1.00	1.00		3.00	7.00	1663000095220	9E: Administer External Civil Rights	
030 Sick leave used			2.00						2.00								0.00	2.00	1663000095220	9E: Administer External Civil Rights	
020 Annual leave used									0.00			4.00					4.00	4.00	1663000095220	9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity	
020 Annual leave used									0.00			4.00					4.00	4.00	1663000095220	9F: Administer Internal Civil Rights	
020 Annual leave used									0.00			1.00					1.00	1.00	1663000095220	9D: Administer Employee and Labor Relations	
061 Admin leave - another used									0.00				2.00				2.00	2.00	1663000095220	9E: Administer External Civil Rights	
									0.00								0.00	0.00	1663000095220		
									0.00								0.00	0.00	1663000095220		
									0.00								0.00	0.00			
Total Hours		0.00	9.00	9.00	0.00	9.00	8.50	0.00	35.50	0.00	9.00	9.00	9.00	10.00	8.50	0.00	45.50	81.00	Hours exceed tour of duty (for full-time employees only)		
DATE		9/30	10/1	10/2	10/3	10/4	10/5	10/6	Time	10/7	10/8	10/9	10/10	10/11	10/12	10/13	Time	NOTES:			
Record			3:00						From			7:30		3:00			From				
Leave			5:00						To			5:00		5:00			To				
Record									From								From				
Comp Time Earned									To								To				
Record									From								From				
Credit Hours Earned									To								To				
Record									From								From				
Overtime									To								To				
INITIALS																					